

BASIC SKILLS INVENTORY

The Basic Skills Inventory is an activity which you are completing to gain more of an understanding of your abilities, particularly in regard to identifying important words, reading a telephone directory, reporting personal information, working with numbers and money, measuring, telling time, and using a calendar. You will need a ruler for this activity. When completing this activity, you may want to stop the tape recorder or press the pause button to allow yourself adequate time to answer the question. If you need to hear a question again, press the rewind button for a few seconds and then press the play button so that the question can be repeated.

- Question #1: Write or print your first and last name.
- Question #2: Write or print your address where you live now. Please put your house number, if you have one, your street or rural route number, your city, and zip code.
- Question #3: Write your phone number. If you do not have a telephone, write or print the words "No Phone".
- Question #4: Write or print your date of birth. Please give the month, day, and year.
- Question #5: What is your age?
- Question #6: Look at the part of the alphabet that is shown. Please fill in the missing letters.
- Question #7: Circle the word OFF.
- Question #8: Circle the word POISON.
- Question #9: Circle the word STOP.
- Question #10: Circle the words KEEP OUT.
- Question #11: Circle the word ENTER.
- Question #12: Circle the word DANGER.
- Question #13: Circle the word CLOSED.
- Question #14: Circle the word MEN.
- Question #15: Circle the word HOT.
- Question #16: Circle the word WOMEN.
- Question #17: Circle the words BUS STOP.
- Question #18: Circle the word BEWARE.

Question #19: Circle the word CAUTION.

Question #20: Circle the word CAB.

Question #21: Circle the word PRIVATE.

Question #22: Circle the words DO NOT ENTER.

Question #23: Circle the word WALK.

Question #24: Circle the word ON.

Question #25: Circle the word QUIET.

Question #26: Circle the word EXIT.

For the following questions, circle the box that has the correct answer.

Question #27: What color on a traffic sign or light means stop?

Question #28: What color on a traffic sign or light means caution?

Question #29: What color on a traffic sign or light means go?

Question #30: Which symbol represents a stop sign?

Question #31: Which symbol represents a yield sign?

Question #32: Which sign means "do not enter"?

Question #33: Which sign means "do not walk"?

Please use the page of the telephone directory shown to answer questions 34 and 35.

Question #34: Using the telephone directory shown, write down the number that you call for King's Entertainment Center to find out what movies are playing.

Question #35: What is Klug Electric's phone number?

Please use the menu shown to answer questions 36 and 37.

Question #36: How much would it cost for you to have a hamburger, french fries, and a cola at this restaurant?

Question #37: How much would it cost for you to have a chicken dinner and a cup of coffee at this restaurant?

Question #38: Look at the numbers from 1 to 50. Please fill in the numbers that are missing.

For the following questions, please write or print your answer on the line.

Question #39: How many days are in a week?

Question #40: Write or print each day of the week. You can use abbreviations for each day.

Question #41: How many days are in a month?

Question #42: How many months are in a year?

Question #43: Write or print each month in a year. You can use abbreviations for each month.

Question #44: How many weeks are in a month?

Question #45: Write or print today's date: the month, day, and year.
If you need to use a calendar to figure out today's date,
please ask for a calendar.

Question #46: What month and day is Christmas?

Question #47: Look at the calendar of November. Using this calendar, please
write what day it would be 3 weeks from November 1st.

For the following questions, please write your answer on the line below the
clock.

Question #48: Look at the clock. What time is it?

Question #49: Look at the clock. What time is it?

Question #50: Look at the clock. What time is it?

Question #51: Look at the clock. What time is it?

Question #52: Look at the clock. What time is it?

Question #53: Look at the clock. What time is it?

Question #54: Look at the clock. What time is it?

For the following questions, please write your answer on the line.

Question #55: It is 5 o'clock in the morning. Would it be 5 p.m. or 5 a.m.?

Question #56: It is 2 o'clock in the afternoon. Would it be 2 p.m. or 2 a.m.?

Question #57: How many minutes are in one hour?

Question #58: How many hours are in one day?

Question #59: How many seconds are in one minute?

Question #60: Is noon 12 a.m. or 12 p.m.?

Question #61: If a person has a full-time job, how many hours a day would that person typically work?

Question #62: How many hours of sleep do you usually get every night?

For the next questions, please circle the answer.

Question #63: What number matches the coin?

Question #64: What number matches the coin?

Question #65: What number matches the coin?

Question #66: What number matches the coin?

Question #67: What number matches the coin?

Question #68: Put an X on the bill that is a one dollar bill.

For the next questions, please put your answer on the line.

Question #69: How many quarters equal one dollar?

Question #70: How many nickels equal one quarter?

Question #71: How many pennies equal one dime?

Question #72: How many dimes equal one dollar?

Question #73: Look at the coins. Add the coins together and write the total amount on the line.

Question #74: Look at the coins. Add the coins together and write the total amount on the line.

Question #75: Look at the coins. Add the coins together and write the total amount on the line.

Question #76: Look at the coins. Add the coins together and write the total amount on the line.

Question #77: Look at the door. Circle the letter that shows how tall the door is.

Question #78: Look at the window. Circle the letter that shows how wide the window is.

Question #79: Put an X on the ruler at two inches.

Question #80: Put an X on this ruler at one-half inch.

Question #81: Put an X on the ruler at two and three-fourths inches.

Question #82: How long is this line? Measure the line with a ruler and put the answer on the line.

Question #83: How long is this line? Measure the line with a ruler and put the answer on the line.

Question #84: How long is this line? Measure the line with a ruler and put the answer on the line.

For the following questions, please put the answer on the line.

Question #85: How many inches are in one foot?

Question #86: How many feet are in one yard?

Question #87: How many inches are in one-half foot?

Question #88: How many ounces are in one pound?

Question #89: How many teaspoons are in one tablespoon?

Question #90: How many ounces are in one cup?

Question #91: How many egg are in one dozen?

Question #92: How many quarts are in one gallon?

Question #93: What is the abbreviated or short way of writing quart?

Question #94: What is the abbreviated or short way of writing pint?

Question #95: What is the abbreviated or short way of writing teaspoon?

Question #96: What is the abbreviated or short way of writing tablespoon?

Question #97: What is the abbreviated or short way of writing pound?

Question #98: What is the abbreviated or short way of writing dozen?

Question #99: What is the abbreviated or short way of writing ounce?

Question #100: What time is it? Please write the time on the line.

This is the end of the exercise. Thank you.

BASIC SKILLS INVENTORY ANSWER SHEET

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|--|--|
| 1. First & Last Name | 51. 7:30 |
| 2. Full Address | 52. 6:35 |
| 3. Phone Number | 53. 5:50 |
| 4. Birth Date | 54. 9:45 |
| 5. Age | 55. 5 a.m. |
| 6. Alphabet (15) | 56. 2 p.m. |
| 7. OFF | 57. 60 |
| 8. POISON | 58. 24 |
| 9. STOP | 59. 60 |
| 10. KEEP OUT | 60. 12 p.m. |
| 11. ENTER | 61. 8 |
| 12. DANGER | 62. Hours of sleep will vary with the individual. |
| 13. CLOSED | 63. 10 |
| 14. MEN | 64. 25 |
| 15. HOT | 65. 5 |
| 16. WOMEN | 66. 1 |
| 17. BUS STOP | 67. 50 |
| 18. BEWARE | 68. \$1.00 |
| 19. CAUTION | 69. 4 |
| 20. CAB | 70. 5 |
| 21. PRIVATE | 71. 10 |
| 22. DO NOT ENTER | 72. 10 |
| 23. WALK | 73. 40 cents |
| 24. ON | 74. 15 cents |
| 25. QUIET | 75. 75 cents |
| 26. EXIT | 76. 25 cents |
| 27. Red | 77. A |
| 28. Yellow | 78. A |
| 29. Green | 79. 2 inches |
| 30. Octagon | 80. 1/2 inch |
| 31. Yield Sign | 81. 2 3/4 inches |
| 32. Do Not Enter | 82. 3 inches |
| 33. Hand (Halt Sign) | 83. 1 1/2 inch |
| 34. 379-0424 | 84. 2 3/4 inches |
| 35. 371-6614 | 85. 12 |
| 36. \$4.75 | 86. 3 |
| 37. \$6.50 | 87. 6 |
| 38. Numbers (20) | 88. 16 |
| 39. 7 | 89. 3 |
| 40. Mon., Tues., Wed., Thurs., Fri., Sat., Sun. | 90. 8 |
| 41. 28, 29, 30, or 31 | 91. 12 |
| 42. 12 | 92. 4 |
| 43. Jan., Feb., March, April, May, June, July, August, Sept., Oct., Nov., Dec. | 93. qt. |
| 44. 4 | 94. pt. |
| 45. Today's Date | 95. tsp. or t. |
| 46. Dec. 25 | 96. tblsp. or T. |
| 47. Nov. 22 | 97. lb. or # |
| 48. 5:00 | 98. doz. |
| 49. 10:00 | 99. oz. |
| 50. 10:15 | 100. The time that the client completed this activity. |